

REVISED JOB ANNOUNCEMENT

DEPARTMENT OF SOCIAL SERVICES JOB OPPORTUNITY

PROGRAM SUPERVISOR – PUBLIC ASSISTANCE

Posting Date: July 12, 2006

Closing Date: July 26, 2006

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

The Department of Social Services is currently recruiting for (1) Program Supervisor – Public Assistance within our Bureau of Child Support Enforcement.

Open To: State Employees Only

Position: Program Supervisor – Public Assistance
Position Number 34400

Location: 25 Sigourney Street, Hartford, CT 06106

Salary Range: \$68,565.00 - \$87,947.00 (MP-62)

Purpose of Class:

In the Department of Social Services, this class is accountable for supervising all or a part of the total operations of an agency district office.

Supervision Received:

Receives general direction from an employee of higher grade.

Supervision Exercised:

Supervises a staff of supervisory, technical and clerical personnel in the performance of assigned Public Assistance functions.

Examples of Duties:

Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans office work; establishes and maintains office procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; recommends staff, equipment, space and program needs to District Director or other administrative official; identifies staff development needs and recommends new or remedial training; may serve on committees and task forces where input from field public welfare managers is sought; performs related duties as required.

Minimum Qualification Required

Knowledge, Skill and Ability:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of principles and methods of public welfare administration; basic knowledge of personnel policies and applicable collective bargaining agreements; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze problems and recommend appropriate action; ability to analyze and interpret statistical reporting data; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years' experience in a social service agency providing public assistance.

Special Experience:

One (1) year of the General Experience must have been at or above the level of Eligibility Supervisor or Social Services Investigations Supervisor.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's Degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Note: The incumbent in this position will be required to travel.

APPLICATION PROCEDURE: Candidates should forward an "original" State of Connecticut Application for Examination of Employment (Form PLD-1) on or before July 26, 2006 close of business to:

**Kristina Grodzicki, Personnel Officer
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

The Form PLD-1 Employment Application can be downloaded from the State of Connecticut's Department of Administrative Services Website at [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).

Note: Applications for this position will be accepted from candidates who took Program Supervisor – Public Assistance Exam No. 061130 and received a passing score. Additionally, state employees currently holding the above title or those who previously have attained permanent status in this class may apply for a lateral transfer.

The Department of Social Services is an Equal Opportunity / Affirmative Action Employer